MSC Reorganization Conclusion Timeline

By 10/15/2015:

MSC Admin will send members a list of approved Circ Rules and their Circ rules not on the approved list with suggestions of approved Circ Rules for them to switch to. If members do not respond to MSC Admin by 12/1/2015 the Circ Rules will be changed to the suggested rules by 1/1/2016.

By 11/1/2015:

MSC Admin will alert members with generic CIRC and TECH passwords that these passwords need to be updated to more secure passwords. Members have until 11/30/15 to send new passwords to MSC ADMIN. If members do not respond, passwords will be changed by 12/1/2015 to a password of Admin's choosing.

Members will receive a list of approved Item Categories and a count of items with Item Categories not on the approved list with suggestions for approved Item Categories to move these items to. If MSC Admin does not hear back from members by 12/1/2015 the Item Categories will be changed to the suggested Item Category by 1/1/2015.

MSC Admin will alert members not using Acquisitions, Serial Control, Reserves, or other inactive modules that these modules will be disabled on 12/1/2015.

By 12/1/2015:

All CIRC and TECH logins with default passwords [CIRC and TECH] will be changed to more secure passwords.

Deadline to respond about Item Categories and Circ Rules

All unused Modules in WorkFlows will be disabled by login.

By 1/1/2016:

All Circ Rules and item Categories will be updated to current allowable list.

Members will receive a list of approved Home Locations and a count of their items in Home Locations not on the approved list with suggestions for approved Home Locations to move those items to. If members do not respond to MSC Admin by 2/1/2015 the Home Locations will be changed to the suggested Home Location by 5/1/2015.

By 2/1/2015:

Deadline to respond about Home Locations

By 5/1/2015:

All Home Locations will be updated to current allowable list.

Reorg Concludes.